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City of Alameda  
Code No. 2077  
Approved by C.S.B.  
July 14, 2004

## FIRE/BUILDING CODE COMPLIANCE OFFICER

### DEFINITION

Under general supervision performs code compliance work involving field investigations, observations and resolution of alleged or apparent violations, including investigating and documenting violations; represents the City at various hearings and events, as well as working actively with the public and City staff to resolve compliance issues and promote community awareness; performs other related work as required.

### DISTINGUISHING FEATURES

Positions allocated to this classification are assigned to either Fire Department Preventive Services or to Building Services, Building and Housing Code Compliance. Employees are required to be fully knowledgeable in all practices and methods related to assigned area of responsibility.

### EXAMPLES OF DUTIES

1. Implements and enforces the City's code compliance program and initiates enforcement actions.
2. Receives, records, investigates and responds to reported violations of various codes, laws, rules, and regulations; gathers and evaluates related information and determines course of action.
3. Conducts inspections, field studies, tests, and investigations; issues citations; prepares and presents code violation cases; collects evidence, prepares court exhibits, and testifies in court.
4. Coordinates activities and works collaboratively with City departments and other regulatory agencies.
5. Assists in determining appropriate disposition of outstanding cases.
6. Provides information to the public regarding codes, laws, ordinances and regulations; serves as liaison to various community groups, property owners, businesses and professional organizations; prepares and makes various public education presentations; attends various meetings, seminars and classes.
7. Prepares reports, recommendations, correspondence, compliance agreements, and other information and documents; recommends revisions to codes, policies and procedures.
8. Organizes and maintains various records and files including specialized computer applications.
9. Maintains up-to-date knowledge of applicable codes, laws, rules and regulations, and methods and practices related to code enforcement.
10. Oversees the work of and provides lead direction and training to assigned staff.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by course work in business or public administration, code enforcement, fire prevention, police science, or related area.

Experience: Two years responsible experience in public contact work involving inspection, investigation, code enforcement, or related activities.

#### Knowledge

(varies according to area of responsibility for which certification of eligibility is issued)

Knowledge of principles and practices of code enforcement; construction practices and materials; applicable federal, state and local codes, laws and regulations; residential, business, health, safety and welfare investigation techniques; modern office practice methods and equipment, including computers and designated software; safe work practices and procedures.

Ability

Ability to effectively organize and implement a comprehensive code enforcement program; learn, interpret, apply and explain codes, ordinances, laws and regulations; read and interpret blueprints, maps, drawings and diagrams; conduct inspections and investigations and perform related administrative and field functions, including identification, collection, preparation and presentation of evidence; ascertain facts, apply appropriate codes, ordinances, laws and regulations; respond to, investigate, document and resolve inquiries, complaints and requests for service in a fair, tactful and firm manner; perform mathematical calculations with speed and accuracy; maintain and utilize designated specialized computer software and operating systems; establish, organize and maintain accurate records and recordkeeping systems; interpret and analyze information, draw valid conclusions and project consequences; maintain level of knowledge and certification required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain positive and effective working relationships with employees, other agencies and the public; and oversee the work of and provide lead direction and training to assigned staff.

Special Requirements

Willingness and/or ability to work varying shifts, including nights, holidays and weekends; work on an on-call basis; work irregular duty assignments; may wear a uniform; successfully pass a background investigation; work alone; attend educational sessions as required; travel out of town for one day or more.

Other Requirements

Possession of, or the ability to obtain within one year of employment, valid California Penal Code Section 832 certification, (arrest, search and seizure), or the equivalent.

AND

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

AND

**BUILDING AND HOUSING CODE COMPLIANCE ASSIGNMENT:**

Possession of, or the ability to obtain within one year of employment, valid International Code Council Residential Combination Inspector certification, or the equivalent.

OR

**FIRE PREVENTION, INSPECTION, AND INVESTIGATION ASSIGNMENT:**

Possession of, or the ability to obtain within one year of employment, valid International Code Council Fire Inspector certification, or the equivalent.